**PARISH COUNCIL OF FRIDAYTHORPE**

**Minutes of a Meeting of the Parish Council held Tuesday 13th September 2016 at 19:30 hrs at St Marys Church.**

The meeting was chaired by Councillor O’Donnell and assisted by the clerk.

Present: Cllrs O’Donnell, Dunwell, Hemesley and Falkingham.

**Meeting started at 19:30 hrs**

**OPEN FORUM**

There was no open forum this meeting as there were no members of the public in attendance.

* + - 1. **Welcome and Apologies** – Ward Councillor Andy Burton.
			2. **Declarations of Interest** – None.
			3. **Minutes of Previous Meeting** – Signed as a true and accurate record.
			4. **Matters Arising**

Cllr O’Donnell has contacted the person who originally installed the defibrillator. He stated that he was unable to look at the fault with the light. He informed Cllr O’Donnell that the machines do not need servicing. Cllr O’Donnell will order the replacement pads for this as needed. ACTION: Cllr O’Donnell to order replacement pads. ACTION: Clerk to seek further advice on servicing the defibrillator.

Cllr O’Donnell was to contact Deborah Sedman in regards to the councillor vacancies. The clerk sent this information to the electoral department as well as an up-to-date councillor list.

The clerk has given Cllr Hemesley the forms to complete to become a councillor. This was completed and minutted in the extraordinary meeting in August.

The clerk has contacted ERNLLCA to find out the legalities of a memorial bench being placed in the village by a resident. The clerk is awaiting a response to this enquiry. ACTION: Clerk to chase a response.

A new Fridaythorpe email address has been set up by the clerk as a single point of contact for the parish council. The address is also on the website (fridaythorpeparishclerk@live.co.uk)

The clerk brought a model contract to the meeting and this was discussed further in agenda item no. 9.

Cllr O’Donnell sent the clerk the planning application 16/1773/PLF so she could respond on behalf of the parish council. The deadline had already been missed with the application as it had been closed before the meeting was held.

The clerk obtained the financial records of the parish council and has prepared the necessary pack for the internal auditor, prior to it being sent to the external auditors.

The clerk requested an invoice for audit purposes from Sue halfpenny in regards to her payment of £10. Sue refused to give this to the parish council. There is currently no invoice for this expenditure for the financial records.

The clerk has put the topic of the play area on the agenda as item no. 10.

The clerk has sent off all required documentation to the internal auditor for her to review and complete the annual return as required.

* + - 1. **Accounts**

The bank statement was signed by Cllr O’Donnell

In the absence of a second signatory, the clerk advised the parish council to hold a vote to approve Cllr O‘Donnell be the sole cheque signatory in the meantime. Cllr Dunwell led the vote and Cllr Hemesley seconded this. All in agreement.

A letter was received by the clerk and passed to Cllr O’Donnell from Fridaythorpe PCC. It requested a rise in the current annual donation of £120 to £150. All in agreement that the new donation amount was acceptable. The clerk queried who the cheque needed to be made out to. Cllr O’Donnell advised that the clerk go back to FPCC and confirm this. ACTION: Clerk to contact FPCC and ask who the cheque should be made out to.

Payments were made for the following:

M J Thompson - £370, Chq no. 100532. Signed by Cllr O’Donnell.

ERNLLCA - £126, Chq no. 100533. Signed by Cllr O’Donnell.

ERNLLCA – £18, Chq no. 100534. Signed by Cllr O’Donnell.

S O’Connor - £229.55, Chq no. 100535. Signed by Cllr O’Donnell.

* + - 1. **Audit Update**

The clerk updated the parish council on the progress of the audit. She explained that the pack for the internal auditor had been prepared and sent to her. The clerk had recently asked when to expect this back and was told that it should be by the end of this week. As soon as the clerk has received this she will send the completed return to the external auditors.

* + - 1. **Notice board**

Cllr Dunwell informed the parish council of the bad state of the notice board by the pond. In winter times this is very difficult to open and suffers from a condensation problem, making it difficult to read the notices.

The parish council discussed the location of the new aluminium notice board that has previously been purchased. A resident of Fridaythorpe approached the clerk prior to the meeting requesting that the notice board is not erected within the shelter as this is not owned by the parish council. Cllr Hemesley suggested that the notice board replace the current one in the same location. Given that the clerk did not think the state of the noticeboard was in any deterioration, Cllr O’Donnell suggested that the new notice board be used alongside the current notice board for a map of Fridaythorpe walks instead. Cllr Hemesley suggested that we wait to see what the noticeboard is like over the winter months and address this again in Spring. In the meantime, Cllr Hemesley will take photos of the aluminium notice board so that this can be discussed further.

* + - 1. **Meeting Schedule and Venues**

The clerk asked the parish council how future meetings are organised and at what periods in the year the meeting room at ABN is used. She was informed that over the Winter months ABN is used but the rest of the year the meetings are held at St Mary’s. ACTION: Cllr O’Donnell to give the clerk the contact details at ABN in order to arrange the Winter meetings.

The clerk asked the parish council if they were all in agreement about future meetings being held on the 2nd Tuesday of every other month. All Cllrs were in agreement with this. ACTION: Clerk to draw up a meeting schedule for the noticeboards and website.

* + - 1. **Clerks Contract**

Cllr Dunwell queried the charge that could be applied in section 10 in relation to expenses occurred from working from home. ACTION: Clerk to check what percentage can be claimed with ERNLLCA.

Cllr Dunwell flagged up section 16 which relates to injury or assault at work. The council discussed this and it was agreed that this section should be left in. ACTION: Clerk to locate insurance policy and check that employees are covered under the policy.

Cllr Dunwell queried the pensions section and asked if the council were part of a pensions scheme. The clerk asked the parish council about the details of their staging date in line with the new legal obligations for the revised pensions regulations. The parish council were unaware of this. It was agreed that this section should be left in for any future clerks. ACTION: Clerk to find out staging date for Fridaythorpe parish council.

ACTION: Clerk to amend contract as discussed and bring to the next meeting to be signed.

* + - 1. **Play Area**

This item was deferred from a previous meeting. Cllr O’Donnell led the discussion about the possibility of a play area in the village. Cllr Dunwell suggested that the decision needed to be made by the whole of the village and therefore a consultation should take place.

Cllr Hemesley stated that there was a previous parish council meeting where it was decided that the play area would go ahead but, after that, another meeting was held where it was decided not to go ahead with the plans.

Cllr O’Donnell stated that this needs to be a community group decision and it is not up to the parish council. There are grants available for such projects and the parish council will contribute financially to the project.

All members of the council were in agreement that this needs to go back the village to make the decision and to lead the project.

ACTION: Clerk to design a leaflet that will be delivered to each home inviting them to take part in the consultation.

* + - 1. **Correspondence**

The clerk stated that the cheque book had been sent to her home address as required but was still addressed to the previous clerk. The clerk stated that she would amend this on the forms waiting to be sent to Barclays regarding the change of signatories. Cllr Dunwell confirmed she had now been into Barclays with her ID. ACTION: Cllr O‘Donnell to visit Barclays and confirm the details of all the councillors needing be made a signatory before the clerk sends the mandate change form back.

The clerk received an email from a resident in the village asking the parish council to advertise a book club that she is setting up in the area. The clerk advised her that at present there is no newsletter in circulation but that she would put something in the notice boards and on the website if she produced a leaflet. This led to a discussion about starting up the Fridaythorpe Frontier newsletter. It was agreed that it would be good to get one produced for Christmas. ACTION: Clerk to look at producing the newsletter. ACTION: Cllrs to think of any topics or stories they would like to feature in the newsletter.

The clerk informed the parish council that the current HMRC gateway account details are out-of-date but there is an account active for PAYE. The clerk was unable to get past the security questions in order to close it down. HMRC informed the clerk that if this remains open there is the possibility of large fines when the end of year submissions are not completed. ACTION: Clerk to write letter to HMRC explaining the situation in order to get new registration details to record her PAYE. ACTION: Cllr O’Donnell to give the clerk the previous address of Dan Scullane as this might be the address registered currently.

* + - 1. **Community Issues**

Cllr Hemesley raised the topic of the Festive Fridaythorpe event and asked if this will be going ahead. Cllr O’Donnell believes that this will be on this year and he will speak to Alison Spencer regarding making arrangements for this. There was a suggestion of a carol service to be held within the church and then walking out of the church as Santa arrives. Cllr Falkingham volunteered to sort out the Christmas tree. ACTION: Cllr O’Donnell to liaise with Alison Spencer.

Cllr O’Donnell relayed an incident with a woman taking photos of houses on Mere Grange on a mobile phone. When challenged about this the woman got in her car and drove off. Cllr Dunwell suggested that this should be reported to the police. ACTION: Cllr O’Donnell to report incident to the police.

* + - 1. **Date of Next Meeting**

The next meeting is to be held Tuesday 8th November.

There being no further business, the meeting closed at 20:30 hrs.

Signed as a true and correct record,

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